

# ALERT!


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## ALERT #114

TO: Department Controllers, Fiscal Officers and Other Interested Parties

FROM: Clifford W. Hall   
State Controller

DATE: June 5, 1998

SUBJECT: *Mileage Rate Increased in One Year*  
*Fiscal Rules Effective July 1, 1998 Available from Juniper Valley*  
*Update on New Central Collections Unit Client Inventory Reports*  
*Write-off of Past Due Accounts Receivable*

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### *Mileage Rate Increased in One Year*

HB 98-1037 increased the reimbursement rate for private vehicles used for official state business however the increase is not effective until July 1, 1999. After that, state officers and employees will be allowed twenty-eight cents per mile for use of privately owned vehicles. Thirty-two cents a mile will be allowed for four-wheel drive vehicles when authorized and necessary. Use of private aircraft will be reimbursed at forty cents per nautical mile. Implementation of these higher rates is conditioned on moneys being appropriated for these increased mileage fees.

### *Fiscal Rules Effective July 1, 1998 Available from Juniper Valley*

A full set of the Fiscal Rules incorporating the changes for July 1, 1998 are available from Juniper Valley using commodity number 615-82-50-1005. This rule changes meal per diems for many CONUS and foreign destinations but per diems for Colorado cities remain unchanged. The Fiscal Rules can be viewed at our web site and are available on diskette by contacting Jody Pyott at 303/866-3281.

### *Update on New Central Collections Unit Client Inventory Reports*

The Central Collections Unit (CCU) has completed testing on the new client inventory reports. The new reports containing April data are being sent to all of CCU's clients. The reports should be mailed out by June 5<sup>th</sup>. Along with the reports, CCU is distributing some training material to assist their clients in using the new reports.

The Field Accounting Services Team and CCU will conduct formal training on using the new reports. Training sessions have been scheduled for Wednesday, June 17<sup>th</sup>, starting at 1:00 p.m. and Friday, June 19<sup>th</sup>, starting at 8:30 a.m. Both training sessions will be held in the basement floor conference room at 225 E 16<sup>th</sup> Avenue. Those people attending the training should take time to review the new reports when received, bring the reports to the training session and be prepared to discuss any issues or concerns with the new

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report. Please contact Dottie Relaford at 303/866-4165 to sign up for the training. Additional training sessions will be scheduled if the demand warrants.

*Write-off of Past Due Accounts Receivable*

As we approach the close of fiscal year 1998, all state agencies and institutions of higher education are encouraged to take a close look at past due balances and request the State Controller's and Treasurer's approval to write-off those accounts deemed to be uncollectable. The State Controller's Office and the Central Collections Unit will make every effort to expedite the write-off process during the month of June. During June, the Central Collections Unit will be sending "recommendation to write-off reports" to each of their clients with the expressed intent to have all required approvals obtained by June 30, 1998 to write the accounts off. If you have any questions, please contact the Central Collections Unit or your accounting specialist on the Field Accounting Services Team.